

TEACHERS' RETIREMENT BOARD

HEALTH BENEFITS COMMITTEE

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SUBJECT: Project Status Update

ITEM NUMBER: 4

ATTACHMENT(S): 1

ACTION: \_\_\_\_\_

MEETING DATE: April 6, 1999

INFORMATION: X

PRESENTER: Ms. DuCray-Morrill

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**SUMMARY**

Staff has made progress on several aspects of the health benefits study as follows:

Negotiations with Mercer resulted in a 15 percent decrease in the proposed fee. Services have commenced and a revised workplan has been developed. Attached is a copy of the revised workplan.

Staff and Mercer are working aggressively on the development of the survey documents and logic for randomly selecting the population to survey. We anticipate mailing the surveys the week of April 19, 1999.

The Health Benefits Task Force has been formed and held its first meeting on March 22, 1999, chaired by Kathleen Connell. Task Force participants include representatives from client organizations and employers. The first meeting was very productive with significant discussion regarding the scope and content of the surveys. Another meeting will be scheduled in August at the offices of the State Controller in Culver City.

A new staff member has been hired to assist on the internal team to facilitate the project. Nancy Hollins was previously employed by the Department of Corrections, Health Care Services Division where she worked on large and complex projects. Previously, she was employed by Catholic Healthcare West as an auditor. We are pleased that she could join our team.

**WORKPLAN**  
**HealthCare Benefits Program Feasibility Study**

<b>Week(s)</b>	<b>Mercer Responsibilities</b>	<b>STRS Responsibilities</b>
March 15	<ul style="list-style-type: none"> <li>Initial planning meeting</li> <li>Begin drafting three questionnaires and state structured interview guide, plus related communication materials</li> <li>Send request for data for Geoaccess analysis to STRS</li> <li>Prepare for March 22 Task Force meeting</li> <li>Begin drafting report table of contents and criteria for evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Initial planning meeting</li> <li>Request data to sample retirees, disabled, actives</li> <li>Request data for Geoaccess analysis</li> <li>Request data for plan sponsor survey mailing</li> <li>Begin identifying states to be interviewed</li> <li>Prepare for March 22 Task Force meeting</li> </ul>
March 22	<ul style="list-style-type: none"> <li>March 22 Task Force meeting</li> <li>Continue drafting questionnaires, communication materials, and state interview guide</li> <li>Continue drafting report items</li> </ul>	<ul style="list-style-type: none"> <li>March 22 Task Force meeting</li> <li>Follow up on requested data as needed</li> <li>Continue state identification process</li> <li>Follow up with stakeholders not at March 22 meeting</li> </ul>
March 29	<ul style="list-style-type: none"> <li>Send draft questionnaires, communication materials, and state interview guide to STRS</li> <li>Send draft report table of contents and criteria for evaluation to STRS</li> </ul>	<ul style="list-style-type: none"> <li>Follow up on requested data as needed</li> <li>Begin review of material from Mercer</li> </ul>
April 5	<ul style="list-style-type: none"> <li>Finalize all state interview and survey material in response to STRS comments (end of week)</li> <li>Send camera-ready copy for business reply envelopes to STRS</li> <li>Contact other stakeholders for interviews, if necessary</li> <li>Attendance at Health Benefits Committee meeting April 6 (Health Care Issues presentation)</li> </ul>	<ul style="list-style-type: none"> <li>Send comments on all state interview and survey material to Mercer (beginning of week)</li> <li>Complete selection of states for interview</li> <li>Send data for Geoaccess analysis to Mercer</li> <li>Select samples for retired/disabled and active member surveys</li> <li>Finalize contact list for plan sponsor survey</li> <li>Health Benefits Committee meeting (April 6)</li> </ul>
April 12	<ul style="list-style-type: none"> <li>Send disk with final interview and survey materials to STRS (beginning of week)</li> <li>Begin Geoaccess analysis</li> </ul>	<ul style="list-style-type: none"> <li>Begin survey printing (questionnaires, outgoing envelopes, return envelopes, cover letter, reminder postcards)</li> <li>Contact states to be interviewed and begin scheduling interviews</li> </ul>

<b>Week(s)</b>	<b>Mercer Responsibilities</b>	<b>STRS Responsibilities</b>
April 19	<ul style="list-style-type: none"> <li>Continue Geoaccess analysis</li> </ul>	<ul style="list-style-type: none"> <li>Mail structured questionnaire form to states to be interviewed; finalize scheduling interviews</li> <li>Mail retired/disabled and active surveys</li> <li>Mail plan sponsor surveys (tentative)</li> </ul>
April 26	<ul style="list-style-type: none"> <li>Begin receipt of completed surveys and quality control process</li> <li>Begin supervision of survey data entry</li> </ul>	<ul style="list-style-type: none"> <li>Mail survey reminder material – active members</li> <li>Begin state interviews</li> </ul>
May 3	<ul style="list-style-type: none"> <li>Continue survey receipt and data entry</li> <li>Give outline of statistical analysis requirements to STRS</li> <li>Possible meeting</li> <li>Communicate statistical requirements to STRS</li> </ul>	<ul style="list-style-type: none"> <li>Continue state interviews</li> <li>Mail survey reminder material – retired members and active members (second postcard)</li> <li>Health Benefits Committee meeting (May 4)</li> </ul>
May 10	<ul style="list-style-type: none"> <li>Continue survey receipt and data entry</li> </ul>	<ul style="list-style-type: none"> <li>Organize data from state interviews for delivery to Mercer</li> </ul>
May 17	<ul style="list-style-type: none"> <li>Continue survey receipt and data entry; consider specific cut-off date for completed member surveys</li> <li>Begin qualitative analysis of state interview data</li> </ul>	<ul style="list-style-type: none"> <li>Telephone calls to key plan sponsors to urge survey completion</li> </ul>
May 24	<ul style="list-style-type: none"> <li>Continue survey receipt and data entry for plan sponsor survey</li> <li>Continue analysis of state interview data</li> </ul>	<ul style="list-style-type: none"> <li>Telephone calls to key plan sponsors to urge survey completion</li> <li>Begin statistical analysis for member surveys and state interviews (as applicable)</li> </ul>
May 31	<ul style="list-style-type: none"> <li>Continue analysis of state interview and member survey data</li> <li>Cut-off for plan sponsor survey response – complete data entry</li> </ul>	<ul style="list-style-type: none"> <li>Health Benefits Committee meeting (June 1)</li> </ul>
June 7 and June 14	<ul style="list-style-type: none"> <li>Limited status report (week of June 7)</li> <li>Compile data into format for analysis</li> <li>Summarize market alternatives</li> <li>Begin plan design and financial projections</li> </ul>	<ul style="list-style-type: none"> <li>Statistical analysis on all three surveys and state interviews (as applicable) completed</li> </ul>
June 21	<ul style="list-style-type: none"> <li>Limited status report</li> <li>Oral summary report on data received and analysis</li> <li>Continue plan design and financial projections</li> </ul>	

<b>Week(s)</b>	<b>Mercer Responsibilities</b>	<b>STRS Responsibilities</b>
June 28 through July 19	<ul style="list-style-type: none"> <li>• Continue plan design and financial projections, funding approaches, comparative market alternatives, and program structures; interview health plans as needed</li> <li>• Limited status reports weeks of July 5 and July 19</li> <li>• Provide oral preliminary analysis to STRS</li> <li>• Attendance at Health Benefits Committee meeting and Task Force Meeting (July 6)</li> </ul>	<ul style="list-style-type: none"> <li>• Health Benefits Committee meeting and Task Force meeting (July 6)</li> </ul>
July 26 through August 2	<ul style="list-style-type: none"> <li>• Limited status report week of August 2</li> <li>• Refine recommendations</li> <li>• Draft report</li> </ul>	<ul style="list-style-type: none"> <li>• Health Benefits Committee meeting (August 3)</li> </ul>
August 9	<ul style="list-style-type: none"> <li>• Deliver draft report to STRS</li> </ul>	
August 15	<ul style="list-style-type: none"> <li>• Limited status report</li> </ul>	<ul style="list-style-type: none"> <li>• Review and provide feedback to Mercer on draft report</li> </ul>
August 23	<ul style="list-style-type: none"> <li>• Deliver final phase one report to STRS and meet with STRS</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with Mercer</li> </ul>